



1. JOB TITLE: Fleet Supervisor

LOCATION: Mbeya

POSITION SUMMARY:

Coordinate repairs and maintenance of SBC fleet in the plant and ensure repairs are done timely, properly and within budget, set priorities, assign work to personnel, and set schedules for completion of work. Relate with third party service provider in line with SBC policy and monitor progress and quality of work. Ensure compliance on corporate policies and SOPs on fleet maintenance at plant level.

MAIN RESPONSIBILITIES

- He/she may be appointed as Transport supervisor.
- Monitoring and issues fuel to route trucks.
- Maintain safety and workshop housekeeping.
- Receive defects and breakdown reports from Transport Officer III.
- Approve repairs schedules and follows up on repairs made.
- Preparation of IIV and send to Fleet Manager for approval.
- Ensure opening job card for vehicle undergoing repairs or maintenance
- Approve a get pass for a rescue vehicle, the mechanic and spare parts (if necessary).
- Prepare Parts Purchase Requisition to level the store's stock.
- Inspect delivered parts are of good quality and standard.
- Preparing of leave roaster
- Supervision of day-to-day Fleet activities.
- Records all repair, service and maintenance costs on job card book.
- Prepares activity reports..

- Ensure maximum truck availability.
- Study existing transport systems to evaluate effectiveness and recommends new systems to improve productivity or workflow as required.
- Analyzes user requirements, procedures, and problems to automate or improve existing systems and review Transport system capabilities.
- Ensures vehicles achieve standard mileage.
- Provides on job training to Fleet staff.
- Other duties as assigned.

ENTRY REQUIREMENTS:

- Advanced Diploma or Degree in Transport Management, or Mechanical Engineering or a related field and at least 4 years working experience in similar responsibilities.

COMPETENCIES/SKILLS:

- Technical knowledge of Motor vehicles and spare parts.
- Ability to follow verbal and/or written instructions.
- Ability to supervise subordinates and resolve complains.
- Knowledge of Health and Safety issues.
- Knowledge of regulations relating to transportation.

MODE OF APPLICATION:

Interested and qualified applicants must send their applications through: sbc-recruitment@sbc.co.tz (Please indicate job title in the subject) or SBC Tanzania Limited, Plot No. 25, Iyunga Industrial Area, P.O. Box. 2635, Mbeya-Tanzania before 16th March 2023. Only short-listed candidates will be contacted. SBC Tanzania Limited is an equal opportunity employer and women are highly encouraged to apply.

2. JOB TITLE: Human Resource Officer

LOCATION: Mbeya

POSITION SUMMARY:

Assist Human Resource Manager to coordinate Human Resource

activities in the plant and ensure Human Capital initiatives are done timely, properly and within budget, set priorities, assign work to personnel, and set schedules for completion of work. Relate with third party service provider in line with SBC policy and monitor progress and quality of work. Ensure compliance on corporate policies and SOPs on Human Resources and Health and safety matters at plant level. Human Resources Officer also tracks key indexes affecting Human Resources; Attendances, EDs, Leave, performance Management, turnover, training etc.

MAIN RESPONSIBILITIES

- Monitoring and analyzing key HR indices such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics in the Location.
- Maintain safety and housekeeping.
- Assist Human Resources Manager in supervision of day-to-day Human Resources activities.
- Study existing Human Resources systems to evaluate effectiveness and make recommendations to improve productivity or workflow as required.
- Attend to inquiries regarding policies and procedures.
- Assist HRM in Administering benefits programs such as medical claims, and insurance, leave, leave of absence, and employee assistance.
- Investigates accidents and prepares reports for Human Resource Manager
- Coordinates Safety Committee meetings and follow up safety compliance in the Location.
- Maintaining Location files and updating information in the files
- Monitoring Location attendances by daily extracting attendance data in Biometric machine, summarizing the reports, and taking appropriate action to reduce lateness.
- Assist Human Resource Manager in Supervision of Casual employees, checking correctness of Contractor's claims and preparation of casual employees' head count reports.
- Coordinate Pool Transport matters in the Location.
- Assist HRM in supervising Security section.
- Prepare daily, weekly, monthly, quarterly, or yearly report as may be required by the Human Resources Manager.
- Assist Human Resources Manager in attending Mediation, and arbitration tribunals.
- Preparation of reports on progress and submit the same to HRM.
- Conducting exit and retirement interviews and new employee orientations
- Provides on job training to Staff on work ethics and etiquette as per the company standards.
- Other duties as assigned.

ENTRY REQUIREMENTS: DIRECT ENTRY:

- Monitoring and analyzing key HR indices such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics in the Location.

COMPETENCIES/SKILLS:

- Knowledge of Labour laws.
- Ability to follow verbal and/or written instructions..
- Ability to supervise subordinates and resolve complains.
- Knowledge of Health and Safety issues.
- Knowledge of regulations relating to Human Resources.

MODE OF APPLICATION:

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